



Parent Guardian Orientation



Mission

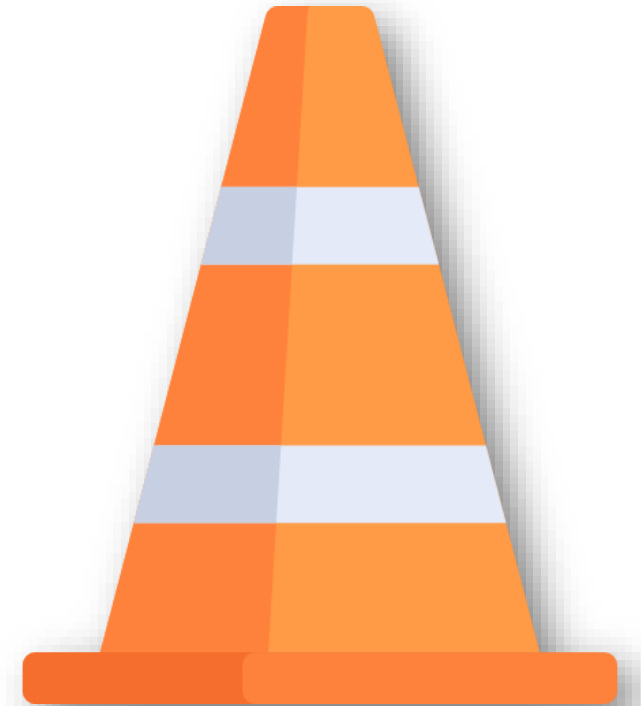
Think Together partners with schools to change the odds for kids.





Think Together is committed to providing a Safe & Supportive environment

- ✓ **Staff Conduct**
- ✓ **Personal Property**
- ✓ **Emergency Procedures & Contacts**
- ✓ **Authorized Release of Students Policy**
- ✓ **Parent Conduct**





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PROGRAM OPERATION



PROGRAM OPERATION

Hours of Operation:

The program operates everyday instructional school day is in session; and begins when the school day ends until 6:00 PM.

Student-to-Staff Ratio:

- TK/Kindergarten: 10:1
- 1st–8th Grade: 20:1

Staffing:

- Site Program Manager:** Full-time position; responsible for direct supervision of the program.
- Program Staff:** Part-time; manages a single group of students.





Program Schedule

Check-In & Opening Activity

Snack or Supper

**Academic Achievement
(Homework Assistance)**

Physical Activity

Enrichment

Closing

**Pick Up
Window
#1**

**Pick Up Window
#2**

**Dismissal
5:50pm**





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STUDENT RELEASE OF INFORMATION MEDICAL INFORMATION

- It is important that parents/guardians make program staff aware of any medical conditions, allergies, and/or special events that may affect their student during program hours.
- Parents/guardians must list all of food allergies on the Program Enrollment Application.
- Think Together staff do not administer medication, nor are staff trained medical personnel.
- Any student who is required to take medication prescribed by a physician, including self-administered Epinephrine, may self administer with a completed **Self-Administration of Medication Permission and Release Form**.

The form is titled "SELF-ADMINISTERED EPINEPHRINE OR INHALED ASTHMA MEDICATION CONSENT FORM" and features the "think TOGETHER" logo at the top left. It includes a disclaimer stating it applies only to student self-administration of epinephrine or inhaled asthma medication and must be signed by the student's physician and parent/legal guardian. The form contains several sections for information entry: 1. Parent/Legal Guardian information (name, address, city, state, zip). 2. Student information (name, address, city, state, zip, date of birth, home phone, work phone, cell phone). 3. Physician information (name, address, city, state, zip, telephone number). 4. Medication details (name, condition, date/dose, amount, side effects, prescribed by, signature, date). 5. A statement of understanding and consent. 6. Signature lines for the Parent/Legal Guardian and the Site Leader. 7. A "SITE LEADER NOTE" section. The form is dated 09/18/19.



STUDENT RELEASE OF INFORMATION 504 PLAN OR IEP INFORMATION

- It is important that parents/guardians make program staff aware of any special needs that the student may have to best support your student during program hours.
- Parents/guardians must list either the IEP, 504 Plan and any additional information on the Program Enrollment Application.
- Think Together staff will provide parent with the district's **Authorization for Use and Disclosure of Information form**. This will allow us to partner with the school and the teacher to find ways to best support the student during the afterschool hours.
- Failure to complete the form, will prohibit us from collaborating with the school day. We will be holding your student to our behavior expectations.

RIVERSIDE COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) Page ____ of ____
AUTHORIZATION FOR USE AND/OR DISCLOSURE OF INFORMATION
The use and distribution of this form is limited to employees of public school agencies within the Riverside County Special Education Local Plan Area (SELPA)

Student Name: _____ Birthdate: ____/____/____
First Middle Last
Students Address _____ Medical Record Number (if applicable) _____ Phone Number _____ Alternate Phone Number _____

I AUTHORIZE THE FOLLOWING INDIVIDUAL OR ORGANIZATION TO DISCLOSE THE ABOVE NAMED INDIVIDUAL'S MEDICAL/EDUCATIONAL INFORMATION AS DESCRIBED BELOW

<input type="checkbox"/> Receiving <input type="checkbox"/> Disclosing Party	<input type="checkbox"/> Receiving <input type="checkbox"/> Disclosing Party
Junipero Unified School District Individual or Organization	Individual or Organization
4850 Pedley Rd Address	Address
Junipero Valley, CA 92509 City, State, Zip Code	City, State, Zip Code
(951) 360 - 4414 Telephone (951) 360 - 4148 Fax	() Telephone () Fax

Duration: This authorization shall become effective immediately and shall remain in effect until ____/____/____ or for one year from the date of signature if no date is entered.

Revocation: I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to the disclosing agency. Written revocation will be effective upon receipt, but will not apply to information that has already been released in response to this authorization.

Redisclosure: I understand that medical/educational information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and it will no longer be protected by federal laws and regulations regarding the privacy of protected health information. I further understand the confidentiality of the information when released to a public educational agency is protected as a student record under the Family Educational Rights and Privacy Act (FERPA).

Health Info: I understand that authorizing the disclosure of health information is voluntary. I can refuse to sign this authorization. I do not need to sign this form in order to assure medical treatment.

Specify Record(s): Indicate type of information to be disclosed:
☐ Medical ☐ Medication ☐ Psychiatric ☐ Other:
☐ Mental Health ☐ Educational ☐ Drug/Alcohol

Any and all information with regard to the above records may be released except as specifically provided here:
Qualification for consideration of education services is dependent upon a qualifying diagnosis by the disclosing party.
I request that the information released pursuant to this authorization be used for the following purposes only:

☐ Educational Assessment ☐ Educational Planning ☐ Other:

A copy of this authorization is as valid as an original. I understand that I have a right to receive a copy of this authorization for my records. I understand that I may request to inspect or obtain a copy of the information to be used or disclosed.

Signature of Student or Student's Representative

Description of Relationship to Student

_____/_____/_____
Date

07/17 Form 12 (E)



STUDENT RELEASE OF INFORMATION LEGAL INFORMATION

- It is important that parents/guardians make program staff aware of any custody or legal documents that prohibit us to release student to a parent and/or relative.
- It is the responsibility of the parent/guardian who originally completed and submitted the Program Enrollment Application to document all persons to whom the student may be released, including parents/guardians with shared custody rights.
- A copy of court-issued custody agreements must be provided in these cases.
- The school will NOT provide us with the court documents, that is the responsibility of the parent.





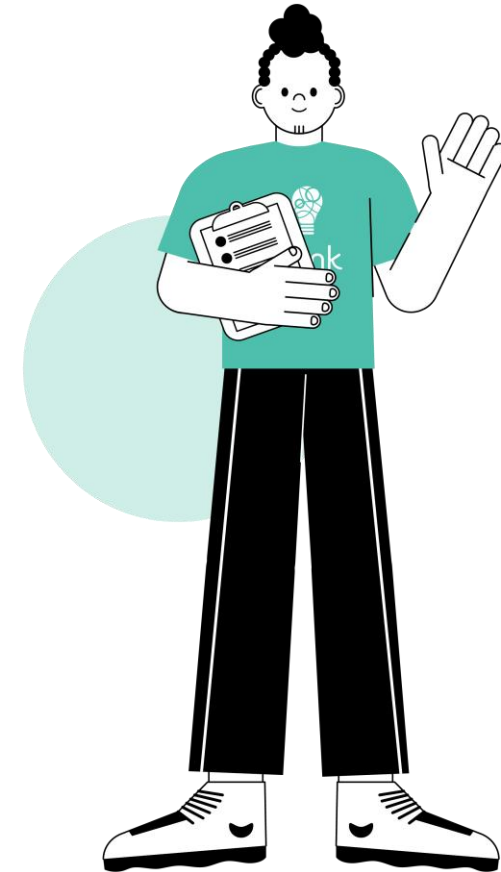
PROGRAM COMPONENTS



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Check-In / Opening

- ❑ Students check in with a program staff immediately after school dismissal at designated program areas.
- ❑ Program staff pick up TK/Kindergarten students directly from their classrooms.
- ❑ Staff and student announcements, as well as appreciations, are shared during Opening.





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PROGRAM COMPONENTS

Nutritious Snack and/or Supper

- ☐ All participants will be provided with snack and meals.
- ☐ Food will only be eaten during designated snack times, nutrition education sessions, or special events.
- ☐ Medically necessary adjustments to this policy can be made on a case-by-case basis.
- ☐ Students may not leave campus to get food before or during program hours.





PROGRAM COMPONENTS

Academic Achievement 'Homework Assistance'

- ❑ Homework assistance is provided to students to give them an opportunity to begin their homework, get assistance and support from the program staff in areas where they need it.
- ❑ Parental responsibility and involvement in their student's academic work is strongly encouraged to finish the remainder of their homework at home.





PROGRAM COMPONENTS

Academic Enrichment

- ❑ Prioritizes meaningful and project-driven learning experiences in Visual and Performing Arts (VAPA) and Science Technology, Engineering, Art, Math (STEAM) and daily enrichment includes the following for each grade span
- ❑ Includes career and college exposure.

GRADE	ENRICHMENT
TK – 2 nd	<u>Daily Practices:</u> Circle – Read Aloud/Mini-lesson Centers Circle Debrief
3 rd – 6 th	<u>Weekly Summary:</u> VAPA Unit STEM Unit A/B rotation – alternating days
MS	<u>Weekly Summary:</u> Unit A (Mon/Wed) Unit B (Tue/Thurs) Clubs (Fridays)



ACADEMIC ENRICHMENT OVERVIEW

Types of Curriculum
STEAM, VAPA (K-6)

Open

☐ Hook and Real – World
Application

Engage

☐ Activity

Debrief

☐ Debrief





PROGRAM COMPONENTS

Physical Activity

- ☐ Incorporate healthy living by encouraging healthy food choices and physical activities, daily.
- ☐ Provide students with many opportunities to participate and practice skills.
- ☐ Provide students with a variety of enjoyable physical activities.





PHYSICAL ACTIVITY OVERVIEW

Types of Curriculum

CATCH, Soccer for Success, Fulcrum, Team Sports, LA-84 (MS)

Open

- ☐ Warm Up
- ☐ How to Play

Engage

- ☐ Activity

Debrief

- ☐ Cool Down
- ☐ Debrief





STUDENT BEHAVIOR GUIDELINES



TK-8th GRADE THINK TOGETHER AGREEMENTS

Think Together believes that ultimately students must commit to behaving appropriately.

Students are expected to follow our four Think Together Agreements.



agreements

1. Be Safe.
2. Be Respectful.
3. Be Responsible.
4. Have Fun!



POSITIVE BEHAVIOR GUIDELINES

Individual

- Students earn **Think Bucks** to spend at the monthly Think Buck Store
- Students earn **Raffle Tickets** for weekly Friday raffles
- Students earn **Student Points** for following expectations and modeling positive behavior.





POSITIVE BEHAVIOR GUIDELINES

Small Group

- Students earn **Table Points** for following agreements throughout program; the top small group each month wins a recognition.
- Insert another small group positive recognition in alignment with your site behavior plan. Ex Sticker chart for table





POSITIVE BEHAVIOR GUIDELINES

Whole Group

- Classes earn **Class Points** for following agreements and winning opening games; the top class each month wins a recognition of their choice.
- Insert another small group positive recognition in alignment with your site behavior plan. Ex. Classes that complete a **Class Behavior Chart Bingo** earn a Positive Behavior celebration.





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DISCIPLINARY PROCEDURES

In the event that a student violates any of the guidelines in a frequent or unsafe manner, the program will follow a disciplinary process.





BEHAVIOR NOTIFICATION FORM

Verbal and written warning

Second violation, written notification; subject to suspension

Third violation, written notification; may be permanently dismissed

**Serious violations of the behavior guidelines may result in the student being immediately dismissed from the program*

The image displays two overlapping versions of the 'Behavior Notification Form'. The top form is in Spanish, titled 'FORMA DE NOTIFICACIÓN DE COMPORTAMIENTO', and the bottom form is in English, titled 'BEHAVIOR NOTIFICATION FORM'. Both forms feature the 'think TOGETHER' logo and a section for 'OFFICE USE ONLY' with checkboxes for communication methods (Email, Phone, In Person, Mail). The forms include fields for student information (Name, Last Name, First Name, Middle Name, School Name, Grade, Date) and a section for 'COMMENTS' where specific behavior violations are noted. The English form also includes a 'BEHAVIOR WARNING' section, a 'BEHAVIOR SUSPENSION' section with 'Suspension Start Date' and 'Return Date', and a 'BEHAVIOR DISMISSAL' section. Both forms have a 'Parent/Legal Guardian' section for signature and date, and a 'Staff' section for signature and date. The forms are presented as if they are being held up by a hand, with a slight shadow and a reflection below.



STUDENT ENROLLMENT, ATTENDANCE, and RELEASE GUIDELINES



STUDENT ENROLLMENT, ATTENDANCE, and RELEASE GUIDELINES

STUDENT ENROLLMENT POLICY

- Think Together works with each school to enroll students in the program and notify parents when openings are available.
- Parent/guardian must complete and submit the Enrollment Application prior to student's participation in the program via parent portal.
- Students are enrolled when openings become available. If no openings are available when an application is received, the student will be placed on a waiting list and parents will be notified when there is a place for the student.





STUDENT ENROLLMENT, ATTENDANCE, and RELEASE GUIDELINES

STUDENT ATTENDANCE POLICY

- It is the intent of the Legislature that students participate in the full day of the program every day, [Section 8483(a)(2) of the California Education Code, and AB-1567]
- To comply with the law and ensure the effectiveness of our program, elementary school, middle school, and/or junior high school students should ***participate in the full day of program every day*** that school is in session and the student has attended school.





STUDENT ENROLLMENT, ATTENDANCE, and RELEASE GUIDELINES

TK-8TH GRADE AUTHORIZED RELEASE OF STUDENTS POLICY

- Student must be signed out of the program every day by an ***authorized adult*** of ***18 years of age or older*** documented online in the Program Enrollment Application.
- Students may be released only to persons indicated on the Program Enrollment Application/***Authorized Contacts tab*** on the Enrollment Portal.
- Each school district/charter will determine the circumstances, if any, under which a student is allowed to ***walk home alone***.
- For the safety of the students, ***photo identification*** of the parent/guardian or designated person picking up the student may be requested at any time.





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STUDENT ENROLLMENT, ATTENDANCE, and RELEASE GUIDELINES

LATE ARRIVAL/EARLY RELEASE POLICY

- **Late arrival** is defined as any time after the normal sign-in period at the beginning of program (**15 minutes or later**) and may be either “*occasional*” or “*recurring*.”
- **Early release** is defined as any time prior to the normal release period at the end of program (**anytime before 5:50 PM**) and may be either “*occasional*” or “*recurring*.”
- A parent/guardian can complete the **Late Arrival/Early Release Form** on the online Parent Enrollment Application indicating the reason and the specific period of time (hours/range of dates) for which the late arrival/early release will occur.
 - If applicable, a physical form can be provided for completion by the Site Program Manager.



STUDENT PICK UP INFORMATION

Student pick up location is [**insert location**]

Pick up times for Early Release

*(Student must have an **Early Release Form** on file indicating the reason, time and date range, for student's release prior to 5:50 PM)*

4:30 PM – 4:40 PM

5:50 PM – 6:00 PM

To assure student safety and provide a continuous and high-quality expanded learning program, we ask that parents adhere to the outlined pick-up window unless previously communicated with the SPM due to an emergency.



STUDENT PICK UP INFORMATION

[Insert picture/diagram of location with cross streets so parents]

Parents will need to exit their vehicle to **walk up to the pickup area** to have their student dismissed. Students will not be released from the dismissal gate without a parent/guardian present at the gate. A **photo ID** must be ready and available to share with Think staff at time of pick up at all times.



SUPPORTING THE PROGRAM

Parent Engagement

- Attend monthly program activities
- Check in with site staff regularly
- Read program Newsletter
- [Add site specific pictures, activities]





RESOURCES AND COMMUNICATION

Parent Portal



Access the Parent Portal for updates on:

- Enrollment Information
- Updating Authorized Contacts tab
- Parent-Student Handbook



thinktogether.org/enroll



RESOURCES AND COMMUNICATION

Please review Parent-Student Handbook on Parent Portal and pick up a copy of our Monthly Newsletter



Expanded Learning Time Program

**PARENT - STUDENT
HANDBOOK
2025 - 2026**

3032 - 3038
HANDBOOK

PARENT - STUDENT



Programa de Aprendizaje de
Tiempo Ampliando

**MANUAL PARA PADRES
Y ESTUDIANTES
2025 - 2026**

3032 - 3038

Questions?





THANK YOU!

